



## DEPARTMENT OF THE NAVY

NAVAL HOSPITAL

BOX 788250

MARINE CORPS AIR GROUND COMBAT CENTER

TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 7030.1C

Code 0905

24 April 1995

### NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 7030.1C

From: Commanding Officer

Subj: FEES FOR COPYING, CERTIFICATION AND SEARCH OF RECORDS

Ref: (a) NAVCOMPT Manual Vol. 3, Paragraphs 035887 through  
035888  
(b) Manual of the Medical Department, Chapter 23,  
Section II

Encl: (1) Schedule of Fees for Medical Reasons

1. Purpose. To establish and disseminate information concerning the payment of fees by certain requestor categories incident to release of medical information records.

2. Cancellation. NAVHOSP29PALMSINST 7030.1B.

3. Background. Pursuant to the policy and guidelines set forth by higher authority, certain requestors of medical records and/or information are required to remit payment for services rendered by health care facilities incident to search, certification and copying of medical documents. It is the responsibility of the cognizant facility to determine whether a service will be performed, and if there will be a fee. Enclosure (1) is included in this instruction for reference purposes.

#### 4. Action

a. Head, Patient Administration Department shall determine whether a service will be performed and whether fees shall be charged for inpatient and outpatient medical records.

b. Head, Military Sickcall shall determine whether a service will be performed and whether fees shall be charged for active duty health records maintained under their cognizance.

c. Head, Occupational Health/Preventive Medicine Department shall determine whether a service will be performed and whether fees shall be charged for occupational health records and civil service health records.

NAVHOSP29PALMSINST 7030.1C  
24 April 1995

d. Collection Agent shall:

(1) Be responsible for receiving and processing all fees. If the personnel identified above determines that a fee will be charged for the services covered in this instruction, the matter must immediately be directed to the Collection Agent for processing.

(2) Ensure that the individual or agency requesting the service is provided with a receipt for the fee paid. Services will not be initiated until a copy of the receipt is provided to the appropriate official.

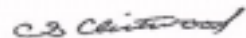
e. All individuals or departments that receive correspondence requesting medical records or information shall:

(1) Forward such correspondence to the appropriate official.

(2) Forward all fees received to the Collection Agent for processing.

(3) Forward all questions concerning copying, certification, and search of records to Head, Fiscal Department.

5. Applicability. This instruction is applicable to all personnel aboard Naval Hospital, Twentynine Palms, California.



C. S. CHITWOOD

Distribution:  
List A

SCHEDULE OF FEES FOR MEDICAL RECORDS

1. The fees listed below shall normally be charged for copying, certifying and/or searching for medical records of patients and former patients when requested for purposes other than further treatment. This includes request for information from or copies of medical records, including clinical records (inpatient records and non-military patients), health records (military or civil service outpatient records), outpatient records (non-military records) and loans of x-rays.
2. A fee will not be charged when service is performed at the request of the Naval Legal Services Office (NSLO) or the Staff Judge Advocate (SJA), Marine Corps Air Ground Combat Center.
3. Exclusions and exceptions to the collection of fees for services rendered are specified in paragraph 035887 of reference (a). Specific guidelines concerning the release of information from medical records is contained in reference (b).

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| SERVICE                                    | FEE     |
|--|---------|
| Searching and processing (per hour).....   | \$13.25 |
| Minimum charge.....                        | 8.30    |
| Each typewritten page.....                 | 3.50    |
| Office copy reproductions (per image)..... | 0.10    |
| Loan of each x-ray.....                    | 8.50    |